REVIVE EMPLOYER ACCOUNT

Introduction

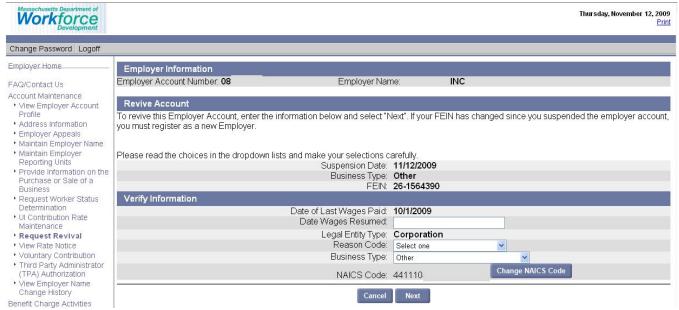
This section of the document will explain how an authorized user can revive an employer account. The employer account can be revived from a state of suspension, when an employer elects to revive their account. Upon revival, tax rates will be calculated based on experience factors from the previously suspended account. If Revival request is due to purchase of a business, you will be prompted to complete the process – 'Provide Information on the Purchase or Sale of a Business'.

Step-by-Step Instructions:

- 1. Navigate to the 'Account Maintenance' splash page. If required, please refer to 'Navigating to Account Maintenance' section of this document.
- 2. Click on the 'Request Revival' link from the list of available maintenance services. The screen shown below will appear. Click 'Next' to continue.



The screen shown below will appear. Enter the information necessary to revive the account. If the NAICS code or business type has changed, provide it here. (In such cases, your account revival request will be reviewed by DUA staff before it can be approved).



QUEST - Employer User Guide
4. Click 'Next'. You will be asked to confirm the changes. Upon confirmation, you will see a notice of revival, displaying your UI tax rates and other relevant information.